



**BSO Tutorial for Tax Year 2003**

# Request Resubmission Extension

Contains the following lesson:

- [Request a one-time 15-day Extension to Resubmit a Form W-2](#)

## Lesson 1: Request a Resubmission Extension

Follow the instructions below to request a one-time 15-day extension to resubmit your W-2 data to SSA. You should acknowledge the resubmission notice before requesting an extension. Refer to the *Acknowledge Resubmission Notice* section.



*You may not request a resubmission extension if you have previously resubmitted data for the same Wage File Identifier (WFID) or more than 45 days have passed since the date on the resubmission notice.*

**Step 1:** Point your browser to the Business Services Online Welcome page:  
[www.socialsecurity.gov/bsowelcome.htm](http://www.socialsecurity.gov/bsowelcome.htm).



**Step 2:** Select the **Login** link on the Business Services Online Welcome page.



If you have already registered, login to use BSO services and to maintain your BSO account.

The system displays the BSO - Privacy Policy Statement page.

**Step 3:** Select the **I Accept** button (located at the bottom of the page) after reading the conditions defined on the BSO - Privacy Policy Statement page.

By selecting the "I Accept" button, you are certifying that you understand and agree to the terms of use for Business Services Online that pertain to the type(s) of access you are authorized.



The system displays the Business Services Online Login page.



**Social Security Online**  
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[Help](#)

[Business Services Online Login](#)

Type your registration PIN and password, then select Login.

**Personal Identification Number (PIN):**  **Password:**

If you have not received your password. [Forgot your Password?](#)

NOTE: A password is required after 30 days from the date you registered. If you have not received your temporary password within 21 days call the Employer Reporting Branch at 1-800-772-6270 between Monday and Friday, 7:00 a.m. to 7:00 p.m. Eastern Time. You may also call this number if you have forgotten your PIN or Password. For TDD/TTY call 1-800-325-0778.

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.  
For TDD/TTY call **1-800-325-0778**.


**Step 4:** Enter your PIN and password.

**Step 5:** Select the **Login** button. The system displays the BSO Home Page. (To return to the BSO Welcome page, select the **Cancel** button.)

**Step 6:** Select the **Request Resubmission Extension** link.



The system displays the Request Resubmission Extension page.



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## Request Resubmission Extension

Use this form if you need to request a one-time 15-day extension of the deadline for resubmitting your wage data.

This form only applies if:

- The Social Security Administration has sent you a notice requiring you to resubmit your data,
- Less than 45 days have passed since the date on the resubmission notice, and
- This is the first time you have resubmitted this data.

Before requesting an extension, you must first [acknowledge receipt](#) of the resubmission notice.

Please specify the Employer Identification Number (EIN), Wage File Identifier (WFID), and Receipt Year exactly as they appear on the resubmission notice you received from the Social Security Administration.

EIN:

WFID:  - 01

Receipt Year:

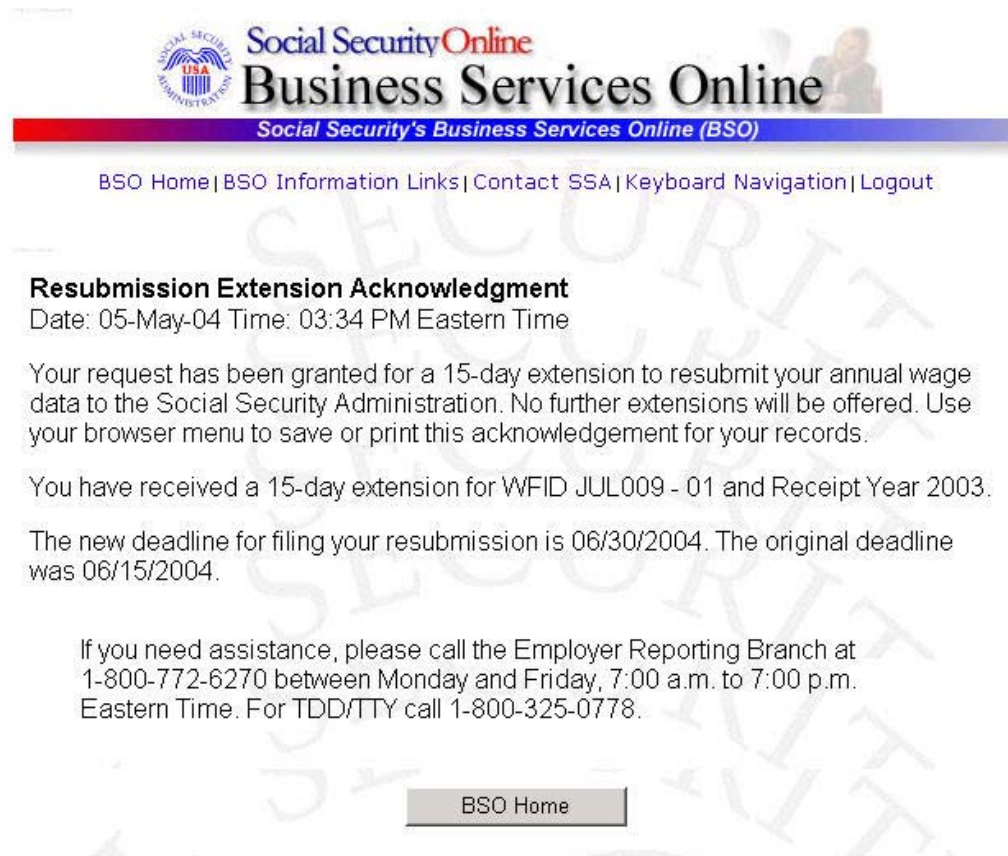
Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.  
For TDD/TTY call **1-800-325-0778**.

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**Step 7:** Enter your Employer Identification Number (EIN) and WFID.

**Step 8:** Select the **Receipt Year** from the drop-down menu.

**Step 9:** Select the **Request Extension** button to process the request. (Otherwise, select the **Cancel** button to cancel the request and return to the BSO Home Page.) The system displays the Request Extension Acknowledgement page.



The screenshot shows the Social Security Online Business Services Online (BSO) interface. At the top is the Social Security Administration logo and the text "Social Security Online Business Services Online". Below this is a navigation bar with links: "BSO Home | BSO Information Links | Contact SSA | Keyboard Navigation | Logout". The main heading is "Resubmission Extension Acknowledgment" with a date and time: "Date: 05-May-04 Time: 03:34 PM Eastern Time". The text states: "Your request has been granted for a 15-day extension to resubmit your annual wage data to the Social Security Administration. No further extensions will be offered. Use your browser menu to save or print this acknowledgement for your records." It then says: "You have received a 15-day extension for WFID JUL009 - 01 and Receipt Year 2003." The new deadline is "06/30/2004" and the original deadline was "06/15/2004". A note at the bottom provides contact information for the Employer Reporting Branch. A "BSO Home" button is located at the bottom right of the page.

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**Resubmission Extension Acknowledgment**  
Date: 05-May-04 Time: 03:34 PM Eastern Time

Your request has been granted for a 15-day extension to resubmit your annual wage data to the Social Security Administration. No further extensions will be offered. Use your browser menu to save or print this acknowledgement for your records.

You have received a 15-day extension for WFID JUL009 - 01 and Receipt Year 2003.

The new deadline for filing your resubmission is 06/30/2004. The original deadline was 06/15/2004.

If you need assistance, please call the Employer Reporting Branch at 1-800-772-6270 between Monday and Friday, 7:00 a.m. to 7:00 p.m. Eastern Time. For TDD/TTY call 1-800-325-0778.

[BSO Home](#)

**NOTE**

*If you have not acknowledged receipt of your notice prior to requesting an extension, you will receive the following error message.*



The screenshot shows the Social Security Online Business Services Online (BSO) interface. At the top, there is a header with the Social Security Administration logo and the text "Social SecurityOnline Business Services Online". Below this is a navigation bar with links: "BSO Home", "BSO Information Links", "Contact SSA", "Keyboard Navigation", and "Logout". The main content area displays the title "Request Resubmission Extension Error" and a message: "We were unable to process your resubmission extension request. You must acknowledge receipt of your resubmission notice before requesting an extension. Please select the button below to acknowledge receipt of your resubmission notice and request a 15-day extension." Below the message is a button labeled "Acknowledge Notice and Request Extension". At the bottom, there is a footer with contact information: "Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778." and another set of navigation links: "BSO Home", "BSO Information Links", "Contact SSA", "Keyboard Navigation", and "Logout".

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### Request Resubmission Extension Error

We were unable to process your resubmission extension request. You must acknowledge receipt of your resubmission notice before requesting an extension. Please select the button below to acknowledge receipt of your resubmission notice and request a 15-day extension.

[Acknowledge Notice and Request Extension](#)


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Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.  
For TDD/TTY call **1-800-325-0778**.

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**Step 10:** Select **Acknowledge Notice and Request Extension** button if you receive this error message. The system displays the Acknowledge Notice and Request Extension page.



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### Acknowledge Notice and Request Extension

Use this form if you need to request a one-time 15-day extension of the deadline for resubmitting your wage data.

This form only applies if:

- The Social Security Administration has sent you a notice requiring you to resubmit your data,
- Less than 45 days have passed since the date on the resubmission notice, and
- This is the first time you have resubmitted this data.

Before requesting an extension, you must first [acknowledge receipt](#) of the resubmission notice.

Please specify the Employer Identification Number (EIN), Wage File Identifier (WFID), and Receipt Year exactly as they appear on the resubmission notice you received from the Social Security Administration.

EIN:

WFID:  - 01

Receipt Year:

**Choose one of the following:**

- ☐ I filed using electronic media (e.g., Internet or Electronic Data Transfer).
- ☐ I filed using physical media (e.g., tape, cartridge, or diskette) and I received my submission in the mail.
- ☐ I filed using physical media (e.g., tape, cartridge, or diskette) and I did not receive my submission in the mail.

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.  
For TDD/TTY call **1-800-325-0778**.

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**Step 11:** Select one of the three radio buttons under the **Choose one of the following:** section. The system should automatically populate the EIN, WFID, and Receipt Year.

**Step 12:** Select the **Acknowledge Notice and Request Extension** button. (Otherwise, select the **Cancel** button.) The system displays the Request Extension Acknowledgement page.

The screenshot shows the Social Security Online Business Services Online (BSO) interface. At the top, there is a header with the Social Security Administration logo and the text "Social Security Online Business Services Online". Below this is a navigation bar with links: "BSO Home", "BSO Information Links", "Contact SSA", "Keyboard Navigation", and "Logout". The main content area is titled "Resubmission Extension Acknowledgment" and includes the date and time: "Date: 30-Oct-03 Time: 02:42 PM Eastern Time". The text states: "Thank you for acknowledging receipt of your resubmission notice. In addition, your request has been granted for a 15-day extension to resubmit your annual wage data to the Social Security Administration. No further extensions will be offered. Use your browser menu to save or print this acknowledgement for your records." It also mentions: "You have received a 15-day extension for WFID JUL031 - 01 and Receipt Year 2003." and "The new deadline for filing your resubmission is 01/30/2004. The original deadline was 01/15/2004." A button labeled "BSO Home" is visible. At the bottom, there is a footer with contact information: "Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778." and another set of navigation links: "BSO Home", "BSO Information Links", "Contact SSA", "Keyboard Navigation", and "Logout".

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**Resubmission Extension Acknowledgment**  
Date: 30-Oct-03 Time: 02:42 PM Eastern Time

Thank you for acknowledging receipt of your resubmission notice. In addition, your request has been granted for a 15-day extension to resubmit your annual wage data to the Social Security Administration. No further extensions will be offered. Use your browser menu to save or print this acknowledgement for your records.

You have received a 15-day extension for WFID JUL031 - 01 and Receipt Year 2003.

The new deadline for filing your resubmission is 01/30/2004. The original deadline was 01/15/2004.

If you need assistance, please call the Employer Reporting Branch at 1-800-772-6270 between Monday and Friday, 7:00 a.m. to 7:00 p.m. Eastern Time. For TDD/TTY call 1-800-325-0778.

[BSO Home](#)

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Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.  
For TDD/TTY call **1-800-325-0778**.

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